

8 May 1961

MEMORANDUM FOR THE RECORD

SUBJECT: Part-time Assignment of Mr

25X1A9a

PURPOSE

1. The subject individual is assigned part time to the E-NE-WH Branch of the Planning Staff this date in order to determine his potential as a planning officer.

SUPERVISION AND DUTY HOURS

2. On each normal duty day during 0800-1230 hours, Mr. [REDACTED] will continue his duties as OL Survey Officer under the supervision of the Acting Executive Officer, OL. During 1300-1700 hours of each duty day, he will accomplish Planning Staff projects under the supervision of the Chief, E-NE-WH Branch of the Planning Staff.

OFFICE FACILITIES

3. Mr. [REDACTED] will maintain his present office (Room 2C-78, Quarters Eye) where he will continue to accomplish his Survey Board duties. Mail pertaining to the Survey Board will be routed to the OL Registry (Room 1C-46, Quarters Eye).

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4. In order to provide facilities for accomplishment of his assigned Planning Staff duties, Mr. [REDACTED] has been assigned a desk in Room 1106, Quarters Eye.

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PLANNING STAFF ASSIGNMENTS

5. As initial projects, Mr. [REDACTED] has been assigned the following projects as of this date:

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a. Develop a Systematic Approach for Obtaining Current Logistics Planning Literature as it comes off the Press.

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JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 19 NO CHANGE
 IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S C RET. JUST. 22
 NEXT REV DATE 20 REV DATE 10/11/01 REVIEWED BY 111 TRF DOC. 02
 NO. PGS 2 CREATION DATE _____ ORG COMP 35 OPI 35 ORG CLASS S
 REV CLASS C REV COORD. _____ AUTH: HR 70-3

~~SECRET~~
~~CONFIDENTIAL~~

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b. Review and bring up to date the Planning Staff
Base Folder File.

[REDACTED]
Chief, E-NE-WH Branch

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Distribution:

Orig. - M/R

1 - OL/PS (Official)

1 - [REDACTED]

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OL/PS/E-NE-WH: [REDACTED] (8 May 61)

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~~SECRET~~